



Software Application Support: Parent Portal

ICT Services
North Vancouver School District



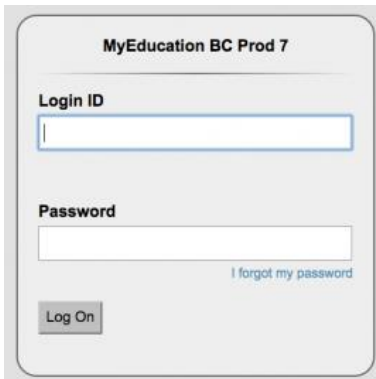
In the Family Portal parents/guardians with an account can View/Save/Print their student(s) Report Cards.

A video of the instructions below is available on the school's website. Please see instructions from the school sent to you with your login and password.

Accounts will be created for parent/guardians that have provided an email address to the school. A username (same as email) and a temporary password will be emailed to that address.

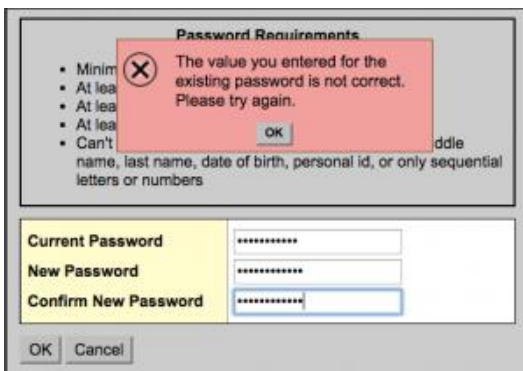
Pop Ups should be enabled for some features of the site to work properly.

The Login ID will be a parent's email they provided to the school. An email will be sent with a temporary password when accounts are created.



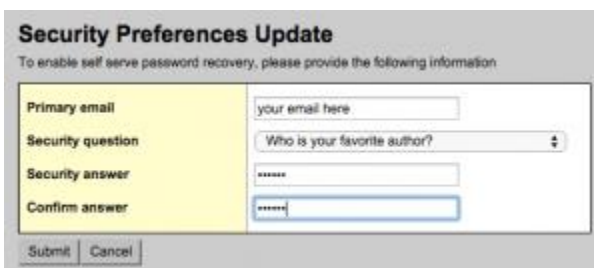
The image shows a login form titled "MyEducation BC Prod 7". It has two input fields: "Login ID" and "Password". Below the password field is a link that says "I forgot my password". At the bottom left is a "Log On" button.

After logging in you will be prompted to change your password. Password rules are behind the red warning message. Click OK to clear the warning and view the rules.



The image shows a "Password Requirements" dialog box with a red background and a warning icon. The text inside says: "The value you entered for the existing password is not correct. Please try again." Below this is an "OK" button. To the left of the dialog, there is a list of password requirements: "Minim", "At lea", "At lea", "At lea", and "Can't". Below the dialog, there are three input fields labeled "Current Password", "New Password", and "Confirm New Password", each with a masked password field. At the bottom are "OK" and "Cancel" buttons.

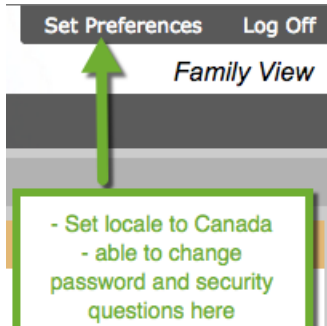
Next you will be prompted to set a security question. It is important to remember your security question as it will allow you to change your password if you forget. Write it down and put it somewhere safe.



The image shows a "Security Preferences Update" form. It has a title and a subtitle: "To enable self serve password recovery, please provide the following information". There are four input fields: "Primary email" (with a placeholder "your email here"), "Security question" (with a dropdown menu showing "Who is your favorite author?"), "Security answer" (with a masked field), and "Confirm answer" (with a masked field). At the bottom are "Submit" and "Cancel" buttons.

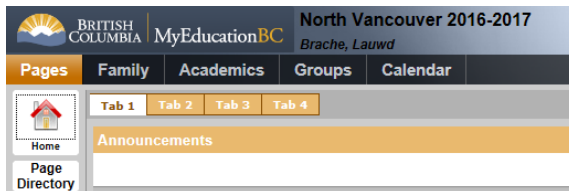
Preferences

After your first successful login, click on the *Set Preferences* link in the upper right corner of the screen. Set the *Default Locale* to "Canada". Use the security tab (within *Set Preferences*) to change your password and/or your security question at any time you wish.

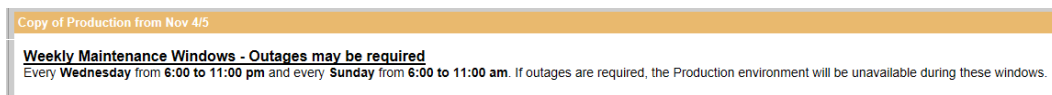


Pages top tab

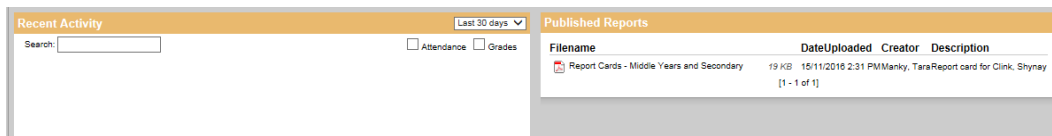
Once logged in successfully, you are brought to the *Pages* top tab within MyEd BC.



This tab displays a section about upcoming outages and other information related to the system.



It also displays a section for recent attendance (*Recent Activity*) and the report card (*Published Reports*).



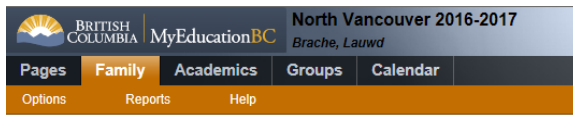
If you login and do not see the report card it is because the school is likely still in the process of posting reports. Please be patient and check back later.

Once a link to the report card appears, you can view it by clicking on it.

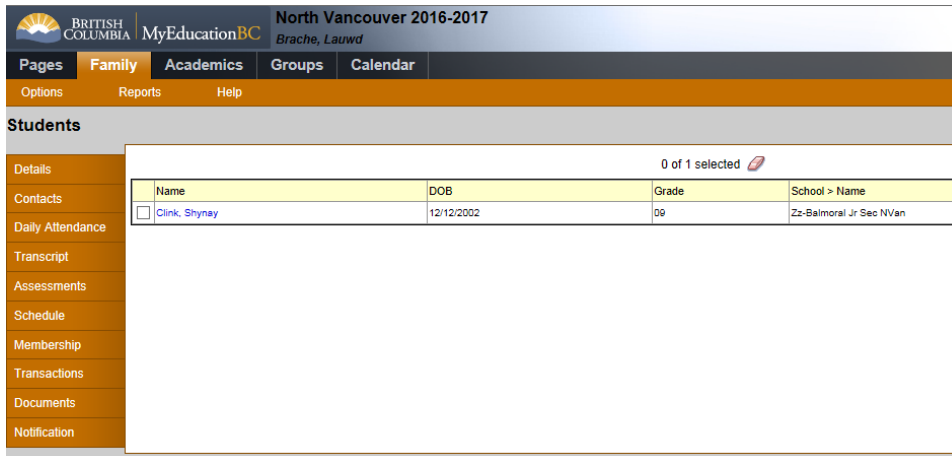
You will be provided with the options of Open or Save ability. Depending on your computer's settings you may see the ability to print via a PDF appear, you may only be able to save – this piece is totally dependent on your computer.

Family top tab

To navigate to and view student and family details, click on the Family tab.



All of your children enrolled in the NVSD should appear. If one or more are missing, contact your child's school.



To view details, click the name of your child and browse through the side tabs.

If you notice any inconsistencies on your child's record, [please contact their school](#).

Final Note:

Parent accounts will be disabled at the end of the school year (end of July) and enabled again after school startup and before the first reporting period.